Registering Your Organization in the GATA Grantee Portal

All organizations must be registered and in good standing in the GATA Grantee Portal – https://grants.illinois.gov/portal - to have a grant application reviewed by the State agency awarding the grants**.** No matter how many grants you apply for, your organization only registers once in the GATA Grantee Portal.

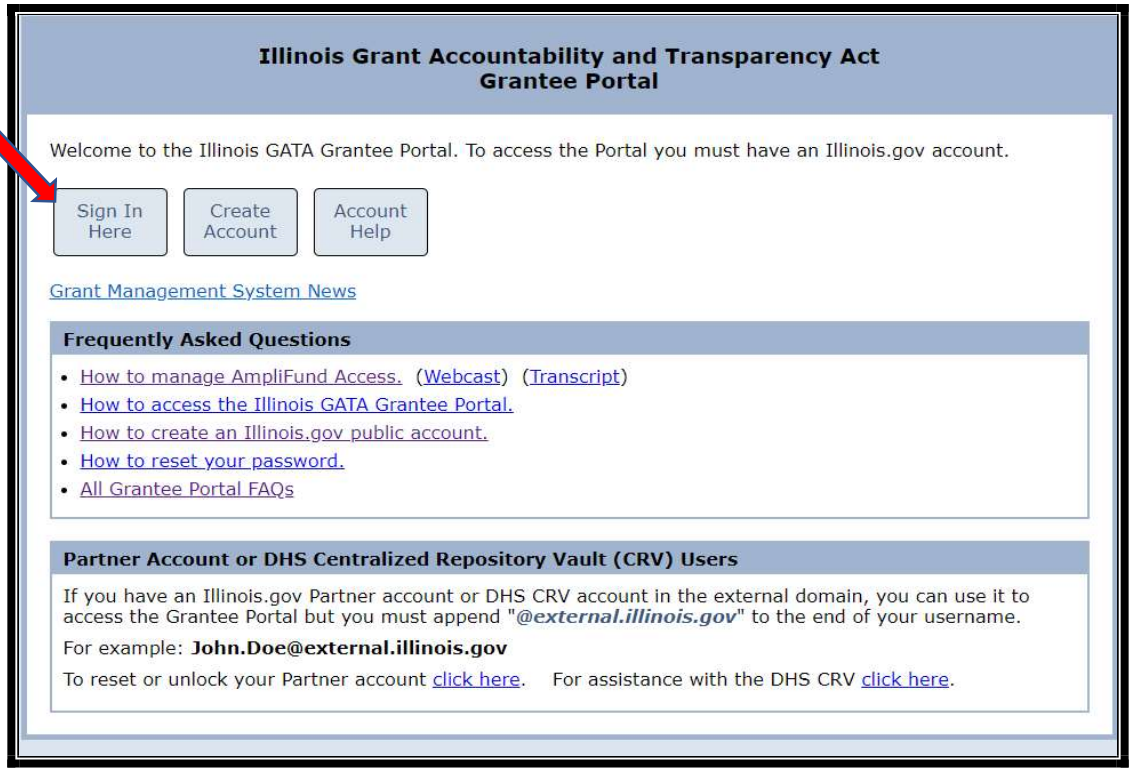
A SAM.gov assigned Unique Entity Identifier (UEI) is required to complete Organization Registration in the GATA Grantee Portal. SAM.gov is a federal clearing house. Illinois has no authority or influence in their processing. Once all required information has been submitted in SAM.gov, it may take up to 10 business days to obtain a UEI.

- How to register an organization in SAM.gov - https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=7241d4831b0ecd940ca4a97ae54bcbe3
    - This link includes a list of the information needed to complete the SAM.gov registration.
    - Because SAM.gov is a federal website, the requirements and the SAM.gov registration process comes from the federal government. Illinois cannot expedite or change the SAM.gov requirements.
- Determine if your organization is SAM.gov registered - https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0016414&sys_kb_id=7064190c1bbe41d4937fa64ce54bcb85&spa=1
- Additional support Links for the SAM.gov registration process - https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0039524&sys_kb_id=85a2ba061b0bcd500ca4a97ae54bcbc7&spa=1

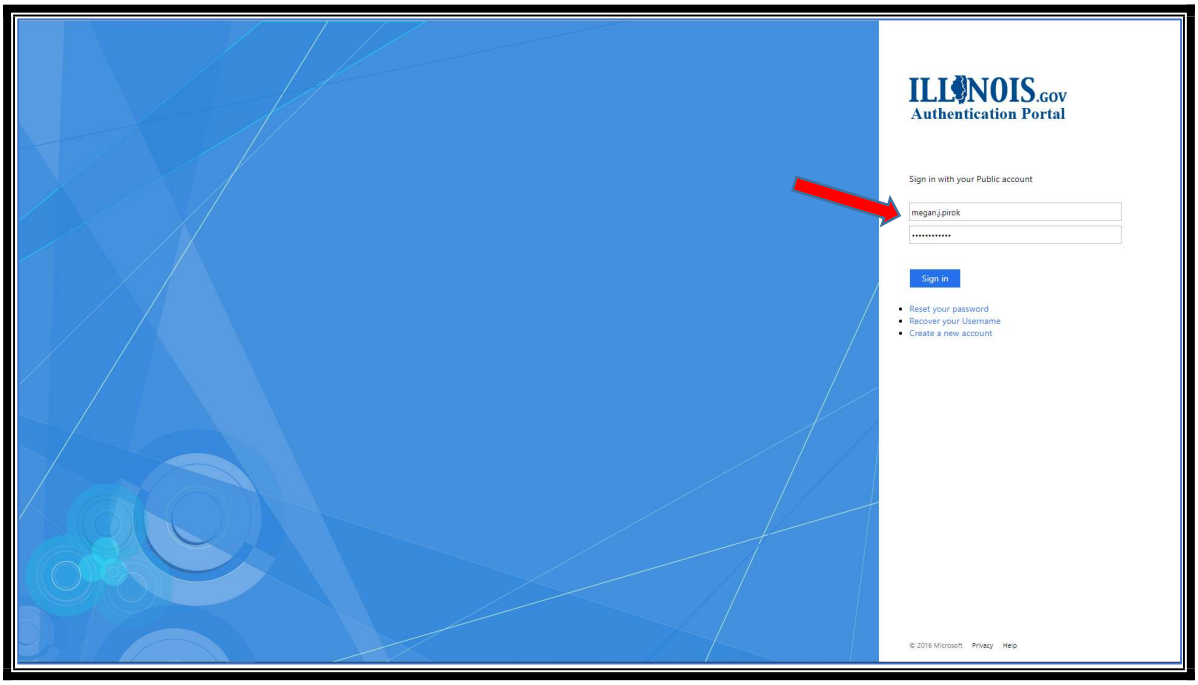
All individual Illinois.gov Accounts must be associated with an Organization in the Grantee Portal.

Step 1 – Go to https://grants.illinois.gov/portal

Step 2 – Click the SIGN IN HERE button



Step 3 – Enter your Username and Password for your Individual Illinois.gov Public Account and click the "Sign in" button.

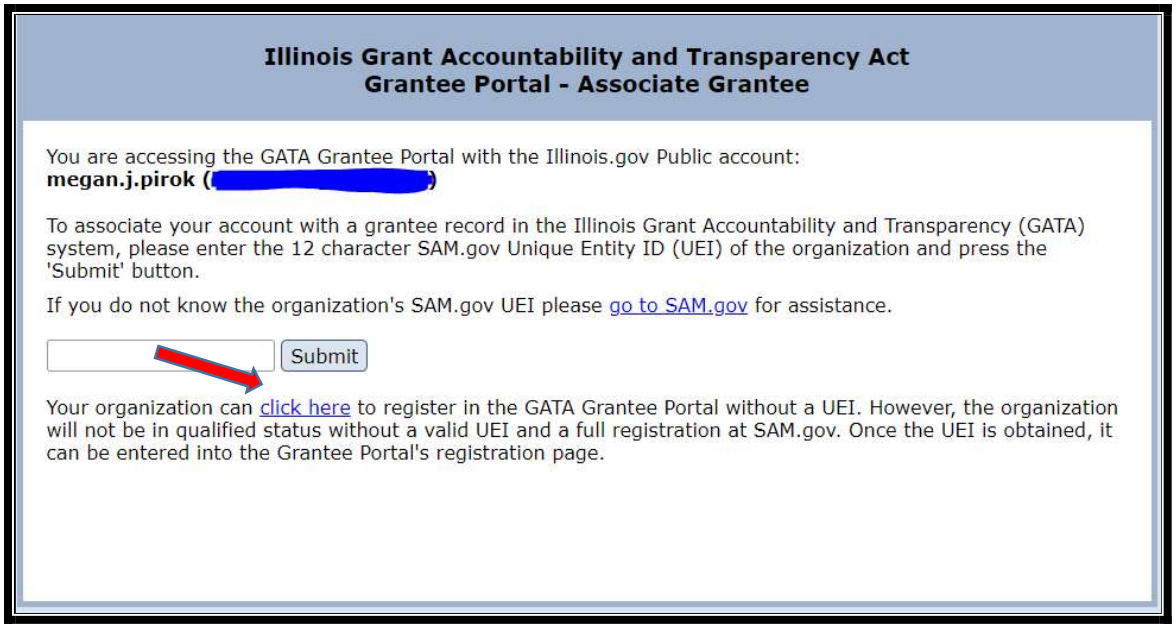


Step 4 – Read and Accept the Usage Terms and Conditions

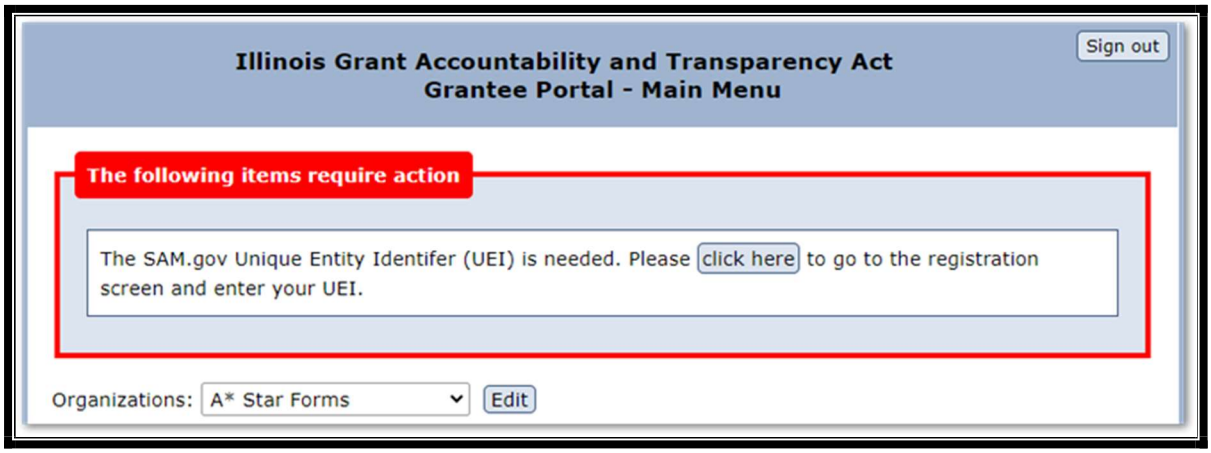
Step 5 – Enter your organization's UEI in the field provided and click the Submit button. If you do not have a UEI assigned by SAM.gov, you can still create an organization registration. A temporary UEI is assigned by the system.

The first time you sign into the GATA Grantee Portal, you will be prompted to enter the 12-character SAM.gov Unique Entity Identifier (UEI) of your organization. You will automatically connect to your organization the next time you log into the Grantee Portal.

If you do not know if your organization has a Grantee Portal Registration or you do not know your organization's UEI, ask your Director or Accountant. Confirm if a temporary UEI is already in place. If the organization has already registered without a valid UEI, a temporary UEI was previously assigned. If you CLICK HERE to register without a UEI, the GATA system will assign a temporary UEI. **CREATING MULTIPLE TEMPORARY UEIs FOR AN ORGANIZATION WILL DELAY THE REGISTRATION PROCESS.**



The top of the Grantee Portal - Main Menu flags if a temporary UEI has been assigned. Your organization's Grantee Portal registration will not be complete until a valid UEI is entered. The organization cannot have an application reviewed or receive a grant from Illinois without a valid UEI.



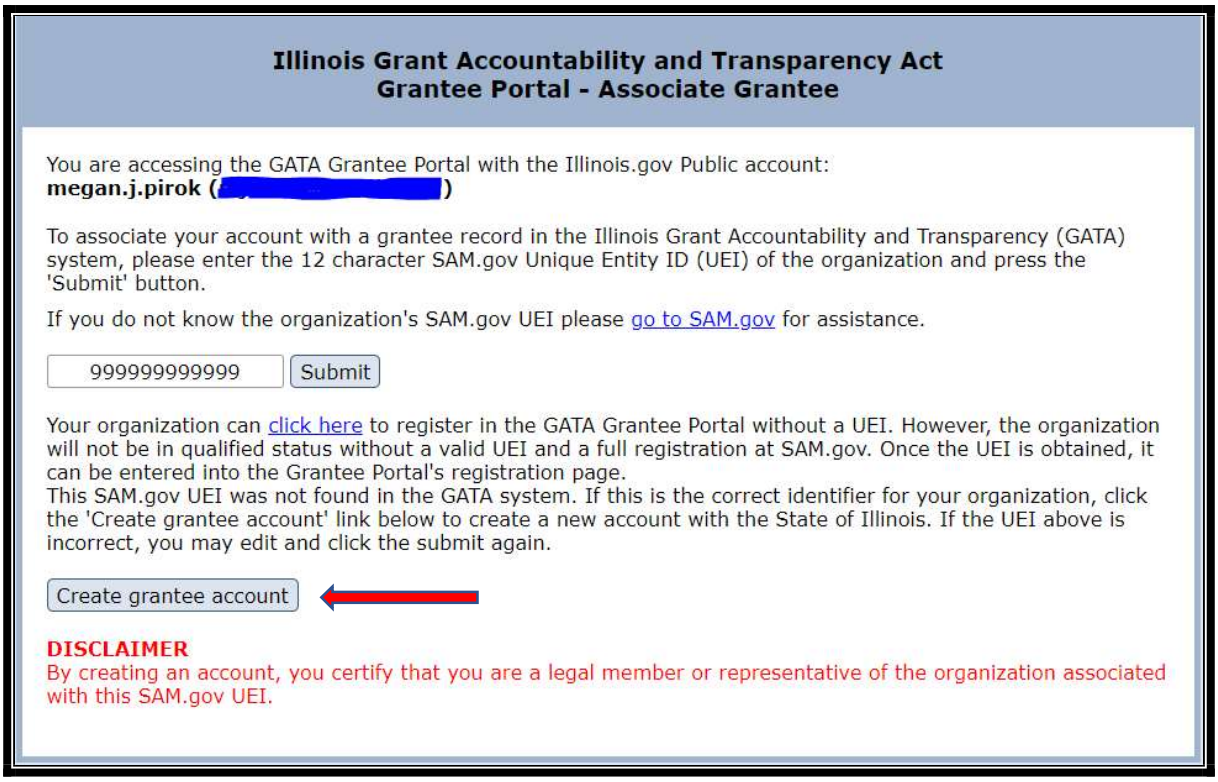
This warning will disappear when a valid UEI has been entered and the organization's Grantee Portal registration is complete.

When a UEI is entered, the GATA system searches for that organization in the GATA Grantee Portal.

Step 6a - If the GATA Grantee Portal has a record for the UEI entered, verify that the organization returned is YOUR organization. Select the disclaimer "Yes".

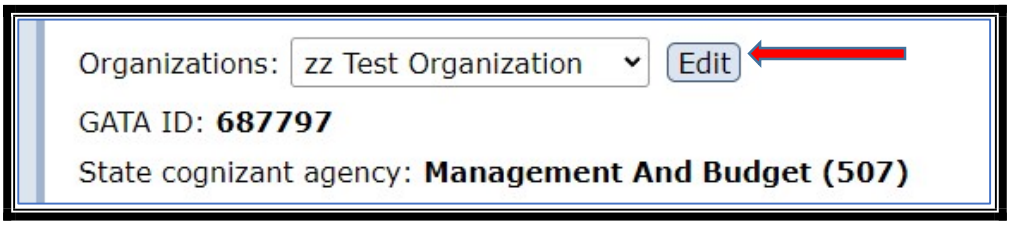
The next screen shows the waiting page if other users have already been linked to the organization's registration. Grantees control access to their GATA Grantee Portal. As a new user, your access request must be approved by an existing user. Contact an existing user if follow-up is needed to approve your access. Once approved, click "CLICK HERE" to access the organization's Grantee Portal.

Step 6b - If an organization record <u>does not exist</u> in the GATA Grantee Portal for the UEI entered, click on the "Create grantee account" button and the GATA registration screen will appear to register the organization.



Before you CREATE GRANTEE ACCOUNT, please confirm with your Director or Accountant that a Grantee Portal Registration has not already been created for your organization. If the organization has already registered without a valid UEI, a temporary UEI was already assigned. **CREATING MULTIPLE TEMPORARY UEIs FOR AN ORGANIZATION WILL DELAY THE REGISTRATION PROCESS.**

Step 7 - To create a grantee account with your existing SAM.gov UEI, fill in the yellow fields in the registration form. Click the "Save" button.

The UEI entered in Step 5 will appear in the SAM.gov UEI field of the registration form.

Each organization maintains their registration. Updates can be made at any time. Use the EDIT button on the Grantee Portal Main Menu to update fields in the organization's Grantee Portal. If a temporary UEI was assigned, use the EDIT button to enter your SAM.gov assigned UEI once it's received.